



DEPARTMENT OF HEALTH. & HUMAN SERVICES

Public Health Service

Indian Health Service
Rockville MD 20857

MAR 12 1993

TO Executive Staff SGM 91-3
Area Directors

FROM : Associate Director
Office of Administration and Management

SUBJECT: Correction Memorandum: Assignment of Special General
Memorandum Number - Memorandum Dated January 14, 1993 -
Eyeglasses Program for Video Display Terminal Users Who
Wear Special Application Eyeglasses

Attached is a numbered Special General Memorandum (SGM) which was .
originallly distributed January'14 , 1993, without an SGM Control
Number.

To correct this, the attached SGM has been assigned a number.
The control number for this memorandum is SGM 93-1.

SGM 93-1 provides clarification and guidance for the
implementation of SGM 91-3, Subject: Eyeglasses Program for
Video Display Terminal Users Who Wear Bifocal Lenses, which was
. previously distributed October 3, 1991.

All questions regarding this policy may be refferd to the
Division of Personnel Management at (301)443-7294.


George Buzzard

Attachment .



DEPARTMENT OF HEALTH & HUMAN SERVICES

Public Health Service

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OCT 3 1991

To Executive Staff
Area Directors

SGM - 91 - 3

FROM: Director

SUBJECT: Eyeglasses Program for Video Display Terminal Users Who Wear
Bifocal Lenses

The use of special prescription bifocal lenses has been identified as beneficial in relieving eye strain and fatigue for employees who extensively use video display terminals (VDT) in their current positions. Eye strain and fatigue problems associated with VDT use are most prevalent among persons who wear bifocal glasses, because of the viewing distance from the operator to the screen. The normal viewing distance for a lower bifocal from an operator to a VDT screen is 20 to 25 inches.

Based on experience with an existing program for employees at the National Institutes of Health, special prescription eyeglasses for VDT operators require lenses that enable the wearer of bifocal lenses to have the lower lens, which should be composed of the bottom one-half to two-thirds of the lens, ground to focus at the measured distance, usually 20 to 25 inches. The upper lens would be for normal distance viewing.

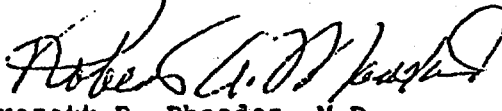
The Indian Health Service (IHS) will now pay up to \$150.00 on a reimbursable basis for special bifocal prescription eyeglasses for employees who require them, since we impose the work conditions dictating the requirement. This is consistent with Section 19 of the Occupational Safety and Health Act of 1970, which states that each agency shall provide safe and healthful places and conditions of employment. Accordingly, each IHS component may purchase not more than once every 3 years such eyeglasses for those employees who wear bifocal lenses and use VDT equipment as a required part of their responsibilities. Please note that employees desiring to obtain such lenses shall be responsible for obtaining and paying for an eye examination.

Prior to the purchase of special eyeglasses, the employee's supervisor must certify in writing that use of VDT equipment is a requirement of his/her official duties. When requesting payment for special eyeglasses, employees must have a copy of their doctors prescription, less than 1 year old, stating that the lenses are suitable for VDT use; a receipt for the frame and lenses; and a copy of the supervisor's certification. The employee's servicing

Executive Staff
Area Directors

SGM 91-3 .

Administrative Office will prepare an HHS Form 393 citing subobject accounting class 26.3K, obtain certification of funds availability through the Division of Resources Management, attach copies of the above material, and submit everything to the General Acquisitions Branch, Division of Acquisitions Management, Administrative Services Center, with the necessary signatures and appropriation data. The General Acquisitions Branch will then issue a cash reimbursement for the purchase. Field employees will process the HHS Form 393 in accordance with Area procedures and make the acquisition locally. Each Area is responsible for costs incurred.


for **Everett R. Rhoades, M.D.**
Assistant Surgeon General

Referred to: DPM/OAM